

School Board Agenda Item CC-2  
March 17, 2015

**Executive Summary**  
Revised Job Descriptions for the General Clerk I Position

**Background:** This item is being recommended for School Board approval to meet requirements for revised job descriptions.

**Position Title:** **General Clerk I**

**Division/Department:** **Chief Academic Officer**  
**Chief Human Resources Officer**

**Pay Grade:** **10** (General Clerk I) **Range: \$12.44502 - \$19.07723**

**Salary Schedule:** **2013-2014 FOPE Salary Schedule**

**Recommended Policy Status:** Non- Chart Job Description - **First** Reading

**Rationale:** This job description has been requested for revision to update the education qualifications.

This job description is being revised to update the education requirement(s) to include the acceptance of "Special Diplomas." This change is necessary given that there are several individuals within the District with Special Diplomas who are capable of performing the essential functions associated with the job and do not have career path progression. The purpose of this position is to provide necessary services to students. Any vacant positions in accordance to this job description will follow standard advertising or selection process.

Prior to the recommendation to the School Board for approval, a representative from the Broward Teachers Union-Education Support Professionals was notified of the revised job description requests, and a deadline date was provided to receive any feedback in a timely manner. No feedback was received.

**Cost:** There is no financial impact to the District.